
Position Title:	Finance/Utility Officer, Full-Time
Department:	Administration
Accountable to:	City Administrator

PRIMARY OBJECTIVE:

Performs non-supervisory routine and specialized accounting work to process payroll, accounts payable, cash receipts, and utility billing transactions. Prepares special assessments and miscellaneous bills, and assists with tasks in other administrative and accounting functions.

ESSENTIAL FUNCTIONS:

1. Maintains the General Ledger Accounting System.
 - Maintain city-wide chart of accounts.
 - Ensure coding and posting to accounts by subsidiary systems.
 - Reconcile subsidiary ledgers to General Ledgers.
 - Prepare interim and closing journal entries.
 - Maintain revenue and expenditure ledgers.
 - Maintain accounts payable and receivable ledgers.
2. Manages City Cash and Reconciliation.
 - Process and posts cash receipts to General Ledger.
 - Reconcile cash accounts to General Ledger, cash balances for all funds.
 - Responsible for accounts payable, ensuring account payments are remitted in a timely manner, and providing reporting of claims paid/scheduled for payment to the Administrator for approval by Administrator and City Council.
 - Transfer funds between accounts to ensure coverage of outstanding checks.
 - Prepare all debt service wire transfers.
 - Prepares long range cash forecasts at the direction of the Administrator.
 - Executes wire transfers for transfers of investment funds upon request by the Administrator.
 - Coordinates payment of Tax Increment Revenue notes on projects at the direction of the Administrator and/or Financial Consultants.
 - Reconciles subsidiary system to the General Ledger.
3. Maintain City invoice/billing system for all non-utility invoicing.
 - Prepares invoices from billing memorandums.
 - Performs timely collection of delinquent invoices, including use of small claims court or other appropriate process.
4. Administers Quarterly Utility Billing.
 - Transfers manual and AMR system utility readings into the financial system, prepares and reviews utility invoices, responds to customer questions and requests for final readings, processing delinquent accounts, etc. Performs timely collection of delinquent utility accounts.

5. Computes and Prepares Bi-Weekly Payroll and Reports.
 - Enters new employees in to the payroll system.
 - Prepares the bi-weekly payroll.
 - Calculates and enters compensation and/or benefit changes into the payroll system.
 - Prepares year-end W2s and 1099s.
6. Works with the City Administrator in the Preparation of the Annual City Budget.
 - Prepares expense and revenue history estimate worksheets for budget preparation.
 - Works with the Administrator to prepare and refine the budget for presentation to the City Council.
 - Enters the adopted budget into the financial system.
 - Provide departments with a copy of the approved budget and monthly budget updates.
 - Publishes budget summary in accordance with State requirements.
7. Participates in Annual and Mid-Year Financial Audits.
 - Prepares audit correspondence and assembles audit information and reports for auditors.
 - Compiles figures for closing accounts.
 - Prepares supporting audit schedules and reports.
 - Prepares year-end adjustments to financial ledger balances.
8. Maintain Special Assessment System and Associated Records.
 - Assist in preparation of assessment project by certifying the final assessment role, performing any re-certifications and abatements.
 - Record receipts, deletions, and additions to assessment rolls on a current basis.
 - Respond to public inquiries for public information on certification.
 - Coordinate accuracy of special assessment information with Hennepin County Auditor.
9. Customer Service.
 - Assists with answering the phone and providing assistance to walk-in customers as needed during the City Clerk's absence.
 - Provides general office support for the Administrator and fellow staff as requested.
 - Participates in daily mail collection and sorting.

Performs other duties as assigned or apparent.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Education and Experience.
 - Bachelor's Degree in Finance, Accounting or related field.
 - Must be at least 18 years of age.
 - 2 years of accounting experience (preferably governmental accounting).
 - Basic computer skills and software knowledge.

2. Knowledge, Skills and Abilities.

- Knowledge of sound accounting principles and practices as they relate to municipal government.
- Knowledge of payroll and employee benefit and insurance policies, practices, and procedures.
- Knowledge of municipal fund accounting.
- Knowledge of municipal bonds and other financing tools.
- Knowledge of Microsoft Word and Excel and accounting software systems. Experience with Banyon Data Systems fund accounting, payroll and utility billing modules is preferred.
- Ability to follow verbal and written instructions.
- Ability to communicate effectively orally and in writing.
- Ability to establish effective working relationships with employees, other agencies, and the general public.

3. Special Requirements.

- No felony convictions.

4. Tools and Equipment Used

- Banyon Data Systems fund accounting, payroll, and utility billing software.
- Microsoft Word and Excel.
- Computer, calculator, phone, fax, printer, copier.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations might be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk; hear; sit; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors in an office setting with moderate noise levels.

EXAMPLES OF PERFORMANCE CRITERIA

- Establishes effective working relationships with others.
- Caries out assignments and duties under limited supervision.
- Prepares reports and assembles data as required in an accurate manner.

- Maintains due regard for the safety and welfare of self and other employees.
- Receives direction in a businesslike and professional manner.
- Communicates effectively in person and on the phone.

SELECTION GUIDELINES

Formal City Employment Application and resume; review of education and experience; oral interview; background check, final selection. NOTE: Appointees will be subject to completion of a standard probationary period.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.